



# OFFICE OF ADMINISTRATIVE LAW

## NOTICE OF VACANCY

### NETWORK ADMINISTRATOR 1

**SALARY RANGE:** \$64,677.09 - \$92,011.89 (P26)

**WORKWEEK:** NL (35 hour workweek)

**POSTING PERIOD FROM:** April 27, 2016

**TO:** May 11, 2016

**OPEN TO:** ☐ Unit Scope: ☐ Division Wide  
☐ Department Wide (open to Treasury employees)  
☒ State Wide (all Departments/State employees)

**DIVISION/LOCATION:**  
Office of Administrative Law  
9 Quakerbridge Plaza  
Trenton, NJ 08625

**JOB DESCRIPTION:**

Under direction of the Chief Administrative Officer, performs work for the Office of Administrative Law (OAL) including development, implementation and maintenance of OAL's LAN/WAN networks, maintains centralized, decentralized and remote network services; maintains network security and data integrity, troubleshoots and resolves network problems, monitors overall performance and conducts upgrades as required; does other related duties as required.

**REQUIREMENTS:** Open to full-time STATE employees who are permanent in a competitive title and who meet the requirements listed below  
OR

Open to full-time STATE employees who have permanent status in the below non-competitive title and also meet the open competitive requirements listed below:

**INFORMATION TECHNOLOGY SPECIALIST**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree which must include a minimum of eighteen (18) semester hour credits in mathematics, and/or computer science. **APPLICANTS MUST PROVIDE A COPY OF THEIR TRANSCRIPT DOCUMENTING PROOF OF POSSESSION OF 18 SEMESTER HOUR CREDITS IN MATHEMATICS AND/OR COMPUTER SCIENCE.**

**EXPERIENCE:** Three (3) years of experience in the development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN) environments.

**NOTE:** Applicants who do not possess the Bachelor's degree but possess the 18 semester hour credits may substitute additional experience as indicated below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**NOTE:** Evidence of formal training in Computer Science/Information Technology received at an accredited institution may be submitted with your application for evaluation by the Civil Service Commission for possible credit. These training courses will be examined to see how they compare, both in hours/content, to college courses to which they equate, sixteen (16) training hours being equal to one (1) college credit. In house training courses will not be accepted as meeting this criteria; thus, they will not be evaluated.

**NOTE:** For positions involved in the administration of a Storage Area Network, in lieu of the above experience requirement, applicants must have three (3) years of experience installing, configuring, and supporting network hardware and software, at least one (1) year of which shall have been in the planning, implementation, and support of storage area network and related technologies.

**If you qualify and are interested, please submit your resume, cover letter, transcript and Application for Employment, by email only. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.**

NJ Dept. of the Treasury  
Office of Human Resources  
Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)  
(subject line: NA 1)

**NOTE FOR FOREIGN DEGREES:** Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.

To obtain an Application for Employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>. Your application must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

**JOB POSTING AUTHORIZED BY:**

  
Douglas J. Ianni, Human Resources Officer

*The State of New Jersey is an Equal Opportunity Employer*